

**ELK GROVE COMMUNITY SERVICES DISTRICT
MINUTES OF A REGULAR BOARD MEETING
Tuesday, April 5, 2005 – 7:00 p.m.
EGCSD Administration Building**

ATTENDANCE:

Directors present included Gil Albiani, Gerald Derr, Doug McElroy, Elliot Mulberg, and Elaine Wright.

General Manager Donna Hansen, Fire Chief Keith Grueneberg, Administrator of Parks & Recreation David Wigginton, and Administrative Services Director Jeff Ramos were also in attendance.

A. CALL TO ORDER/PLEDGE OF ALLEGIANCE

1. President Mulberg called the meeting to order at 7:02 p.m.
2. Dyrice Ramirez led the Pledge of Allegiance.

B. ANNOUNCEMENTS/PRESENTATIONS

1. President Mulberg announced the Board met earlier tonight in Executive Session and no action was taken.
2. Dr. Steven Tharratt, Medical Director for the CSD Fire Department gave a presentation on the 12-Lead Automated External Defibrillator System Program implemented by the Department. It was noted Elk Grove is the second Fire Department in Sacramento County to implement the 12-lead EKG protocol and that Sacramento is one of the three counties in the State in the process of deploying this capability to care for patients suffering from acute heart attacks or unstable cardiac syndrome.
3. The Board acknowledged letters of appreciation for outstanding services provided by the Parks & Recreation and Fire Departments.

C. GENERAL MANAGER/DEPARTMENT HEAD REPORTS

1. General Manager Donna Hansen reported thanks to Dyrice Ramirez, she participated in a live broadcast on the Bomb 103, a local radio station. The outreach hosted by D-Jay Davey D focused on teen issues and teen needs and how the community as a whole can respond to those challenges. Davey D, in future forums will be challenging leaders, educators, and agencies to use existing resources to improve the services delivered to youth in the community.

With the announcement of David Wigginton's retirement, staff will be bringing forward to the Board a recruitment proposal at the next meeting. The FY 2005-06 budget schedule, along with a skate park update will also be forwarded to the Board at their next meeting.

To address space needs and to improve efficiencies, relocation of the District Fire Department is underway, with the Administrative Services Department moving into the vacated offices; long-range facility and staffing needs are being finalized for Board consideration in June.

2. Administrative Services Department – Jeff Ramos reported recruitment is under way for the Fire Department Administrative Analyst, two Fire Inspector II's, and a Landscape Architect; applications are being reviewed and interviews will be held in the near future. An orientation presentation has been developed for new employees covering sexual harassment, workers' compensation policies, proper time card preparations, workplace violence policies, and overall safety policies for the District.

Building Maintenance Coordinator Dan Kunz continues oversight of construction at Fire Stations 72 & 74, the Rec Center project, and the recently approved Board Room remodel; a budget kick-off meeting was held last month with Department staff; deep cleaning of restrooms and carpets were completed at the Laguna Town Hall, along with the refinishing of the stage floor. The Elk Grove Rec Center restroom remodel is coming along as scheduled, with preliminary plumbing completed; concrete will be poured by the end of the month.

The Wackford Complex, toured by CPRS's Facility Operations Professionals received high remarks from the group. During the month of March, Wackford staff booked 11 ballroom rentals and 27 room rentals, hosted 5 co-sponsored events, including the "Every 15 Minutes" program put on by the CSD Fire Department and City Police Department. The Laguna Town Hall booked 15 rentals and hosted 12 co-sponsored events, and there were 7 rentals at the Pavilion, with 1 co-sponsored event held.

Jeff reported he spent a week in West Virginia last month at the Revenue, Management, and Development School and looks forward to implementing ideas learned for development of foundations and marketing programs.

3. Parks & Recreation Department – David Wigginton's report is as follows for the month of March:

Recreation Division – Demand for special interest-type programs is increasing, with recently offered classes for Do-it-Yourself Pool Service, Digital Cameras, and a Magic workshop filled to capacity. Operation Clyde had four participants. The aquatics program is up and running at both complexes. On March 30, CSD had its first Ellis and Associates Aquatic Safety Operational Audit Report at the Wackford Aquatic Complex, with CSD meeting or exceeding all levels of the evaluation. There were 740 T-ball participants; the new Pee-wee Soccer League maxed out for both divisions two weeks prior to its registration deadline; the Teen Center now has 345 members; four Daughter-Father dances were held, with more than 200 participants at each dance; and Breakfast with Easter Bunny hosted 400 parents and children. Donations and sponsorships totaled \$2,564 for the month.

Parks Division – Staff completed 138 work orders; planted 104 trees; prepped 200 ball fields; and completed sports field renovations at the Laguna Community Park and the Grey Diamond at Elk Grove Regional Park.

Planning and Design Division - 15 projects were reviewed; Kramer and Johnson Parks will be completed shortly; bids came in significantly lower than projected for the Elk Grove road repair and restroom rehab – award of the contract will be on the next Board meeting agenda; bid documents are being prepared for the Amundson and Ehrhardt Oaks Parks.

With regards to David Wigginton's retirement announcement, Director Albani expressed his gratitude to David for taking the time to answer questions, provide information, and for the tour of park facilities when he was first elected to the Board this past December.

Director Wright, along with the rest of the Board expressed their appreciation for the detailed written reports David provided, giving the Board members a better understanding of where resources go and of programs offered by the Department.

3. Fire Department – For the month of March, Chief Grueneberg's report is as follows:

Administration hosted the Standards of Cover training program, a component for the Fire accreditation process; preparing the FY 2005-06 budget; continuing oversight of the Station 72 and Station 74 construction; in preliminary discussions on property purchases for Stations 77 and 78; preparing for the re-location of Fire Administration; and is in the hiring process for an Administrative Analyst, two Fire Inspectors, and a replacement for Chief Ridley.

Operations and Training Division is preparing to place new fire apparatus in service; Training finished its first quarter evaluations of engine companies; an Engineers Academy will start on April 11; the first check for Training Facility services provided was received; the DMV DLI 70 application process is being reviewed, certifying all drivers through DMV for a Class 2 license; the six month probationary testing evaluating all new employees has started; a Burn Officer site training will commence the week of April 18; and the training site certification process is finalized for Rescue Systems I, allowing the CSD to work in latch rescue and confined space rescue operations. Incidents for month totaled 741 calls - with 81 fires, 574 medical aids, 4 special assignments and 82 classified others.

Public Education/Public Relations Divisions - crews conducted seven station tours for 90 students; inspected 17 car seats; visited two elementary schools; attended Heritage Lakeside Clubhouse's Safety Night on March 23; hosted "Every 15 Minutes" on March 8 and 9 at Franklin High School; participated in a Health Fair on March 16; and offered First Aid Training to the Wilton Cub Scouts at Station 71.

Fire Prevention Division reviewed plans for 13 new buildings, 3 tenant improvements, 28 automatic sprinkler systems, 10 fire alarm systems, 11 civil engineering plans, and 32 other miscellaneous projects.

The Fire Investigation Unit investigated 2 fires, issued 1 felony citation, 10 parking citations, and initiated the 2005 Weed Abatement Program.

D. COMMUNICATIONS FROM THE PUBLIC

1. Nancy Mundt, a resident in East Franklin stated she was distressed to read in Sunday's Bee about the assault on a skate park user by a group of teenage intruders. She offered her condolences and encouraged the Board and staff not to give up on the youth in this community and to work with other agencies to find solutions to growing problems due to increased population, in providing a place where people of all ages, income levels, and ethnic backgrounds can co-exist in harmony. She will be attending the Elk Grove City Council's next meeting to encourage them to do the same in finding solutions to achieve this goal.
2. Dyrice Ramirez reported Ben, the 13-year old hurt in the incident will go into surgery this week and is hoping he will do well. He believes the CSD did all it could to prevent incidents like this since safety is one of the District's highest priorities, and that short of putting a building over the skate park or closing it down and making it a museum – there's no guarantee that it won't happen again.

E. CONSENT CALENDAR

1. The Board approved the March 14, 2005 Regular Board meeting minutes. McElroy-Derr, Albani, Mulberg – yes; Wright – abstain (due to absence from the meeting).
2. The Board approved Resolution Nos. 2005-48, 2005-49, and 2005-50, authorizing acceptance of a landscape corridor deed, a landscape maintenance agreement, and a landscape corridor easement. Derr-Albani, unanimous.

3. The Board approved the Joint Use and Licensing Agreement with the Sacramento County Regional Sanitation District for the East Franklin sewer interceptor. Derr-Albani, unanimous.
4. The Board approved a reimbursement for a total of \$371,478.68 to Tim Lewis Communities for the Berens Park improvements within East Elk Grove. Derr-Albani, unanimous.
5. The Board approved Resolution No. 2005-44, appropriating \$361,336 within the Parks Department budget, Index 9340, Account No. 4202, Improvements Other Than Buildings and offsetting revenue in Account No. 9532, Aid from County Funds; and approved a reimbursement to JAS Developments, Inc. for interior street frontage and drainage corridor improvements within East Elk Grove for a total of \$361,336. Derr-Albani, unanimous.

F. ADVERTISED PUBLIC HEARINGS

- I. None

G. PUBLIC HEARINGS

- I. None

H. STAFF REPORTS

- I. The Board approved the master plan for Ehrhardt Oaks Park in East Franklin, and set an advertised public hearing for Tuesday, May 3, 2005, at 6:30 p.m. to adopt the Land Use and Development Plan and environmental documents for the park. Consideration of Director McElroy's request to identify the proposed shade structure as a potential second phase to the park will be considered at the public hearing scheduled in May. Wright-Derr, unanimous.

As part of the budget process, General Manager Hansen stated staff is carefully reviewing all park plans, and will forward to the Board a capital improvement plan so informed decisions can be made.

I. BOARD OF DIRECTORS BUSINESS

- I. Director Derr thanked Park Maintenance Supervisor Murray McDaniel, whose Grandmother is Chief Del Cann's great granddaughter, for preparing his biography.

J. COMMUNICATIONS FROM THE PUBLIC

- I. None

K. IDENTIFICATION OF ITEMS FOR FUTURE MEETING

- I. None

L. ADJOURNMENT TO EXECUTIVE SESSION

- I. None

M. EXECUTIVE SESSION

I. None

N. ADJOURNMENT

With no further business, President Mulberg adjourned the regular Board meeting at 8:00 p.m.

Respectfully submitted,

Donna L. Hansen
Secretary of the Board